



American Association for State and Local History

Technical LEAFLET

An Annotated Bibliography of Basic Readings on Archives and Manuscripts

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*Baltimore City Archivist
and Records Management Officer*

This bibliography references readings on the basics of work with archives and manuscripts and is intended to aid individuals seeking an introduction to the field. The experienced archivist or manuscripts curator will be able to suggest many additional articles and monographs appropriate to a comprehensive bibliography. Those desiring a complete list should urge the revision and updating of Frank B. Evans, *Modern Archives and Manuscripts: A Select Bibliography* (Chicago: Society of American Archivists, 1975); most of the publications cited here were published after 1975.

This bibliography contains monographs on a wide variety of techniques and records as well as manuals, bibliographies, journals, and articles whose contents are up-to-date and provide a solid introduction to the various subjects. This compilation is intended as a convenient starting point for the inexperienced archivist or manuscript curator—the individual with no training who suddenly acquires responsibility for such materials—and the museum worker or librarian who seeks information relating to archives and manuscripts. Cataloguing, storage, conservation,

terminology, editing, education, exhibitions, micrographics, reference, and security related to manuscript and machine-readable records, sound recordings, and still and motion pictures are covered.

The readings are organized into four sections. The first section, General References, includes publications that strive to cover all aspects of archives administration. These are most important as introductory references. The second and third sections, Basic Techniques and Special Record Types, highlight recent publications on one aspect of management and one kind of record. And, finally, Readings in American Archival History is a selection of writings on the development of archives and manuscripts work important to forming an appreciation of the field's origins, present situation, and future needs; unfortunately, literature on these topics is sparse.

General References

Bibliographies

Duchein, Michel, comp. *Basic International Bibliography of Archives Administration*, vol. 25 of *Archivum, International Review on Archives*. New York: K.G. Saur, 1978, 250 pp. A bibliography of basic writings "enduringly current in value" on other bibliographies, general studies, legislation, legal problems, techniques, conservation, specialized records, international aspects of archives administration, and problems peculiar to developing and tropical countries. Valuable for its international perspective.

Evans, Frank B., comp. *Modern Archives and Manuscripts: A Select Bibliography*. Chicago: Society of American Archivists, 1975, xiv + 209 pp. One of the most important references for the archivist. Includes sections on fundamentals, specialized records, and American and foreign archival repositories. Includes index of subjects and authors. More recent publications can be found in the annual bibliographies in the *American Archivist* 39 (April 1976): 177-97; 40 (April 1977): 207-33; 41 (July 1978): 307-27; and 42 (July 1979): 321-43.

Manuals

Baumann, Roland M., ed. *A Manual of Archival Techniques*. Harrisburg, Pa.: Pennsylvania Historical and Museum Commission, 1979, 127 pp. A collection of essays developed out of three workshops sponsored by the Pennsylvania Historical and Museum Commission and the National Historical Publications and Records Commission with information on textual records, appraisal and arrangement, photographs, cartographic records, reference, security, storage, preservation, bookbinding, funding, and a selective bibliography. These essays are directed to the non-archivist and novice archivist.

Bordin, Ruth B. and Warner, Robert M. *The Modern Manuscript Library*. New York: Scarecrow Press, Inc. 1966, 151 pp. A brief manual for the manuscript curator discussing collecting policies, finding aids, publications, reference service, and cataloguing. Outdated reading list.

Clark, Robert L., Jr., ed. *Archive-Library Relations*. New York: R.R. Bowker Co., 1976, xii + 218 pp. Materials and methodology, education, legislation, literary property rights, access, public relations and funding, acquisition policies, standardization and technology, preservation, and a bibliography emphasizing similarities and differences between library and archives techniques.

Dearstyne, Bruce W. "Local Historical Records: Programs for Historical Agencies." *History News* 34 (November 1979), 8 pp. (AASLH Technical Leaflet 121). Basic discussion of record types, programs, appraisal, collection, service, and funding.

Duckett, Kenneth W. *Modern Manuscripts: A Practical Manual for Their Management, Care, and Use*. Nashville, Tenn.: American Association for State and Local History, 1975, xvi + 375 pp. An essential reference for the archivist discussing the history of manuscript collecting, administration, acquisitions, physical care and conservation, bibliographical control, information retrieval methods, non-manuscript material, use of collections, and public service. Appendices include plans for storage containers; tables of measurements for manuscripts, tape, and microfilm; a perpetual calendar; a guide to associations, publications, equipment, supplies, and services; a list of common facsimiles; a glossary; and a bibliography.

Evans, Frank B., et al. "A Basic Glossary for Archivists, Manuscript Curators, and Records Managers." *American Archivist* 37 (July 1974): 415-33. Archival definitions. Available from the Society of American Archivists in pamphlet form.

Falco, Nicholas. *Manual for the Organization of Manuscripts in the Long Island Division of the Queens Borough Public Library*. Jamaica, N.Y.: Queens Borough Public Library, 1978, iv + 140 pp. One of the better examples of references for the small library or museum maintaining an archives with definitions and descriptions of procedures for accessioning, gifts, literary rights protection, processing, production of finding aids, use of microfilm, storage, and preservation. No bibliography.

Hodson, J.H. *The Administration of Archives*. Oxford: Pergamon Press, 1972, xvi + 217 pp. Written from an English perspective and covering the nature of archives, history of archives in England, public records, business archives, archives in libraries, establishing a program, building and storage design, conservation, arrangement and description, reprography, and research use. Includes a select bibliography.

Kane, Lucile M. *A Guide to the Care and Administration of Manuscripts*. 2nd ed. Nashville, Tenn.: American Association for State and Local History, 1966, 75 pp. A basic reference for the care of manuscript collections with sections on organization, cataloguing, preservation, and a bibliography. Somewhat outdated.

Lytle, Richard H., ed. "Management of Archives and Manuscript Collections for Librarians." *Drexel Library Quarterly* 11 (January 1975): 1-123. Includes Paul H. McCarthy, Jr., "Overview: Essentials of an Archives or Manuscripts Program"; Mary Lynn McCree, "Good Sense and Good Judgment: Defining Collections and Collecting"; Richard C. Berner, "Arrangement and Description of Manuscripts"; Ralph E. Ehrenberg, "Aural and Graphic Archives and Manuscripts"; Henry Bartholmew Cox, "The Law and the Manuscripts Curator"; Clark W. Nelson, "Archival Preservation"; Robert Rosenthal, "The User and the Used"; Frank B. Evans, "Administration of Archives and Manuscripts: A Selected Bibliography"; and Richard H. Lytle, "Appendix: Terminology." Available as a reprint from the Society of American Archivists.

Mitchell, Thornton W., ed. *Norton on Archives: The Writings of Margaret Cross Norton on Archival & Records Management*. Carbondale and Edwardsville, Ill.: Southern Illinois University Press, 1975, xxii + 288 pp. Classic essays by Norton, Illinois state archivist 1922-1957, on definitions, organization, comparison of archival and library techniques, cataloguing, conservation, disaster planning, micrographics, and disposal.

Sahli, Nancy. "Local History Manuscripts: Sources, Uses, and Preservation." *History News* 34 (May 1979), 12 pp. (AASLH Technical Leaflet 115). An essay on the various types of historical records and their research values.

Schellenberg, T.R. *The Management of Archives*. New York: Columbia University, 1965, xvi + 383 pp., and *Modern Archives: Principles and Techniques*. Chicago: University of Chicago Press, 1956, xvi + 248 pp. Both are classics on archives administration with information on all aspects. *The Management of Archives* has a readable introduction to the history of archives. *Modern Archives* is the first major American archival manual.

"Setting Priorities for Historical Records: A Conference Report." *American Archivist* 40 (July 1977): 291-347. Although not technically a manual, an

important study of the current needs for the archival profession identified and assessed by its leaders. Articles on conservation and preservation, surveys, intellectual control, training, use of historical records, and research centers.

Strassberg, Richard, comp. *Cornell University Libraries Manual of Archival and Manuscript Processing Procedures*. 2nd ed. Ithaca, N.Y.: Cornell University Libraries, 1974, 133 pp. Especially helpful is its glossary of record types. See also Strassberg's "Archival and Manuscript Processing Manuals: An Interinstitutional Comparison" *Georgia Archive* 5 (Summer 1977): 3-13, for an analysis of recent manuals and the necessary components of manuals.

Thompson, Enid T. *Local History Collections: A Manual for Librarians*. Nashville, Tenn.: American Association for State and Local History, 1978, 99 pp. A description of the nature of local history materials, conservation, processing, service, special uses, and legal aspects. Includes a list of organizations, sources of supplies, and basic bibliography.

University of Washington Libraries. *Manual for Accessioning, Arrangement and Description of Manuscripts and Archives*. Seattle, Wash.: University of Washington Libraries, 1979, ii + 83 pp. Manual appropriate for small institutions with illustrations of forms and finding aids.

Vail, R.W.G., ed. "Manuscripts and Archives." *Library Trends* 5 (January 1957): 309-416. Introductory essays on historical, literary, artistic, and musical manuscripts; private and institutional collecting; preservation; arrangement and cataloguing; use; references; and films and sound recordings.

The American Archivist, 1938- . Society of American Archivists. Quarterly. Articles on all aspects of archival administration, book reviews, news and notes of archivists and institutions, and annual bibliography of writings on archives. The SAA

also publishes a newsletter six times a year that includes news of conferences, educational opportunities, and employment openings.

Archivaria, 1975-. Association of Canadian Archivists. Semi-annual. Articles on archival theory, history of archives, notes and communications, book reviews, and bibliography of recent publications. Many studies related to the United States and basic archival techniques.

Archivum, 1951-. International Council on Archives. Occasional. Valuable for an international perspective. Articles and bibliographies mostly are in French and English. *Archivum* was an annual publication through 1971.

Georgia Archive, 1973-. Society of Georgia Archivists. Semi-annual. General articles on archival practices and issues.

History News, 1946-. American Association for State and Local History. Monthly. Includes technical leaflets, news of professional activities and programs, reviews of publications, and articles that concern archives and manuscripts.

Journal of the Society of Archivists, 1967-. Society of Archivists. Semi-annual. An English journal comparable to the *American Archivist*. Articles on English and European records, book reviews, and bibliographies.

Manuscripts, 1948-. Manuscript Society. Quarterly. Articles on manuscript collecting and famous and interesting manuscripts, book reviews, and surveys of recent prices paid for manuscripts. Primary journal on this subject.

Midwestern Archivist, 1976-. Midwest Archives Conference. Semi-annual. General archival subjects and book reviews.

Prologue, 1969-. National Archives. Quarterly. Articles on the records of the National Archives, comments and news items, book reviews, and other information of general value to the archival profession.

The Public Historian, 1978-. Graduate program in Public Historical Studies, Department of History, University of California. Quarterly. Included in the range of what is defined as "public history" are government, business, research organizations, media, historic preservation, historical societies and museums, archives and records management, and the teaching of public history. This journal will be of interest to individuals concerned with manuscripts and records.

References on Basic Techniques

Brichford, Maynard J. *Archives & Manuscripts: Appraisal & Accessioning*. Basic Manual Series. Chicago: Society of American Archivists, 1977, vi + 24 pp. Characteristics of records; determination of administrative, research, and archival values; appraisal techniques; gifts, sale, and tax appraisals; accessioning; and bibliography.

Cappon, Lester J. "Historical Manuscripts as Archives: Some Definitions and Their Application," *American Archivist* 19 (April 1956): 101-10. An analysis of the application of archival principles to private manuscript collections. Basic for understanding tenets of arrangement and description.

Gracy, David B., II. *Archives & Manuscripts: Arrangement & Description*. Basic Manual Series. Chicago: Society of American Archivists, 1977, vi + 49 pp. One of the most important references for the description of archival materials. Also discusses special records such as still pictures, motion pictures, and maps. The bibliography cites many other articles and manuals relating to arrangement and description.

A Report of the Committee on Finding Aids. Inventories and Registers: A Handbook of Techniques and Examples. Chicago: Society of American Archivists, 1976, 36 pp. A practical description of the structure of the basic finding aids for archives and manuscripts.

Duchemin, Michel. *Archive Buildings and Equipment*. International Council on Archives. ICA Handbooks Series, vol. 1. Munich: Verlag Documentation, 1977, 201 pp. Planning, work patterns, security, environmental control, and design of work areas and research rooms.

Gondos, Victor, Jr., ed. *Reader for Archives and Records Center Buildings*. Chicago: Society of American Archivists, 1970, viii + 127 pp. A collection of essays that provides information regarding the essential design needs for proper storage of archives and manuscript collections.

Cunha, George M. "Conserving Local Archival Materials on a Limited Budget." *History News* 30 (November 1975), 8 pp. (AASLH Technical Leaflet 86). Concise, practical comments on basic conservation. Provides information on supply sources and a brief bibliography.

Cunha, George Martin and Cunha, Dorothy Grant. *Conservation of Library Materials: A Manual and Bibliography on the Care, Repair and Restoration of*

Library Materials. 2nd ed., 2 vols. Metuchen, N.J.: Scarecrow Press, Inc., 1971-72, xviii + 406; xiv + 414 pp. An introduction to the subject with abundant references to archival materials. Bibliography is most useful.

Library of Congress. Selected References in the Literature of Conservation, Preservation Leaflet no. 1, rev. ed. Washington, D.C.: Library of Congress, 1978, 4 pp. An annotated bibliography of thirty-three books and journals covering all aspects of conservation. This series of preservation leaflets also includes brief introductions to subjects such as environmental protection, preserving leather bookbindings and newspapers, polyester encasement, and sources of conservation supplies. These publications generally are designed for the "individual, the librarian, or the archivist with a need for basic information on the preservation of relatively small collections who has limited background and experience in the conservation of books and documents."

Morrow, Carolyn Clark and Schoenly, Steven B. *A Conservation Bibliography for Librarians, Archivists, and Administrators.* Troy, N.Y.: Whitson Publishing Co., 1979, viii + 271 pp. A comprehensive bibliography of publications from 1966 (the year of the Florence, Italy, flood which produced international conservation efforts) to 1978. Includes a section of annotated citations for the more valuable references and a subject index.

Rath, Frederick L., Jr. and O'Connell, Merrilyn Rogers, eds. *A Bibliography on Historical Organization Practices: Care and Conservation of Collections.* Compiled by Rosemary S. Reese. Nashville, Tenn.: American Association for State and Local History, 1977, 107 pp. Includes section on library materials: books and manuscripts, maps, photographic materials, and sound recordings.

Journal of the American Institute for Conservation, 1960- . American Institute for Conservation. Semi-annually. Technical papers on all aspects of conservation. Formerly the *Bulletin of the American Institute for Conservation of Historic and Artistic Works, Inc.*

National Preservation Report, 1979- . Library of Congress. Triannually. News on preservation and bibliographical control of library materials. Free to institutions. Sequel to the Library of Congress's *Newspaper and Gazette Report.*

The Paper Conservator: Journal of the Institute of Paper Conservation, 1976- . Institute of Paper Conservation. Annually. Studies on paper restoration and conservation techniques by this London-based organization.

Restaurator: International Journal for the Preservation of Library and Archival Material, 1969- . Munksgaard International Publishers, Ltd. Quarterly since 1979. A technical journal with reviews, news of meetings, and educational opportunities.

Wallace, Carolyn A. "Archivists and the New Copyright Law." *Georgia Archive* 6 (Fall 1978): 1-17. A readable introduction to a very complex subject—the new law of 1976.

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Beales, Ross W., Jr. and Burkett, Randall K. *Historical Editing for Undergraduates,* 2nd printing. Worcester, Mass.: N.p., 1978, iv + 38 pp. The product of college level courses taught by the authors and sponsored by the National Endowment for the Humanities. Beales and Burkett discuss the

development of historical editing, training of editors, the selection of projects, and provide a bibliography. See also Ross W. Beales, Jr., "Documentary Editing: A Bibliography," *Maryland Historian* 10 (Fall 1979) 27-37.

Cappon, Lester J. "American Historical Editors Before Jared Sparks," *William and Mary Quarterly*, 3rd series, 30 (July 1973): 375-400, and "A Rationale for Historical Editing Past and Present," *William and Mary Quarterly*, 3rd series, 23 (January 1966): 56-75. Cappon comments on the history and fundamentals of editing from the colonial period to the 1960s.

Carter, Clarence E. *Historical Editing*. Bulletins of the National Archives, no. 7. Washington, D.C.: National Archives and Records Service, 1952, 51 pp. A classic introduction to editing with information on selection, textual criticism, transcription, annotation, and preparation for publication.

Dunlap, Leslie W. and Shelley, Fred, eds. *The Publication of American Historical Manuscripts*. Iowa City, Iowa: University of Iowa Libraries, 1976, xviii + 107 pp. The proceedings of a conference sponsored by the National Historical Publications and Records Commission and the University of Iowa in 1975. Essays on editorial projects, training, and techniques.

Tanselle, G. Thomas. *The Editing of Historical Documents*. Charlottesville, Va.: University Press of Virginia, Bibliographical Society of the University of Virginia, 1978, 56 pp. An erudite argument against partial modernization and the selective recording of evidence. Provides an examination of the major literary and historical editorial projects.

Teute, Fredricka J. "Views in Review: A Historiographical Perspective on Historical Editing." *American Archivist* 43 (Winter 1980): 43-56. An analysis of critical views of modern documentary editing from the 1950s to the present.

Evans, Frank B. "Postappointment Archival Training: A Proposed Solution for a Basic Problem." *American Archivist* 40 (January 1977): 57-74. A summary of the history of archival training and strong arguments for better training of archivists, especially in fields outside of history and library science.

McCrann, Lawrence J. "Prospects for Integrating Historical and Informative Studies in Archival Education." *American Archivist* 42 (October 1979): 443-55. An argument for the concurrent training of archivists in the history and library science departments.

Society of American Archivists. Education Directory. Chicago: Society of American Archivists, 1978, 17 pp. A description of various career

possibilities, SAA guidelines for graduate archival education programs, listing of various programs and institutes, and a list of publications available from the SAA.

Casterline, Gail Farr. *Archives & Manuscripts: Exhibits*. Basic Manual Series. Chicago: Society of American Archivists, 1980, 70 pp. Purpose of exhibits, planning and development, conservation considerations, design, the place of an exhibit in an overall program, costs, appendices on consultations and supplies and equipment, and bibliographies.

Jones, William K. "The Exhibit of Documents: Preparation, Matting & Display Techniques." *History News* 29 (June 1974), 8 pp. (AASLH Technical Leaflet 75). Includes a brief bibliography.

Powers, Sandra. "Why Exhibit? The Risks Versus the Benefits." *American Archivists* 41 (July 1978): 297-306. A statement of considerations necessary for the decisions regarding the exhibition of documents.

Berkeley, Edmund, Jr., ed. *Autographs and Manuscripts: A Collector's Manual*. New York: Charles Scribner's Sons, 1978. pp. xx + 565. A most comprehensive guide on private manuscript collecting. Valuable in the identification of manuscripts. Illustrated.

Rapport, Leonard. "Fakes and Facsimiles: Problems of Identification." *American Archivist* 42 (January 1979): 13-58. A description of commonly reproduced and forged newspapers and documents.

Hackman, Larry J. "Introductory Bibliography: Fundraising for Archivists." *Society of American Archivists Newsletter*, (May 1978): 6-7. A starting point for learning of sources.

Hartman, Hedy A., comp. *Funding Sources and Technical Assistance for Museums and Historical Agencies: A Guide to Public Programs*. Nashville, Tenn.: American Association for State and Local History, 1979, 138 pp. The best single source describing outside funding possibilities.

Costigan, Daniel M. *Micrographic Systems*. NMA Reference Series no. 16. Silver Spring, Md.: National Micrographics Association, 1975, 228 pp. A readable introduction to this subject containing a glossary.

Dearstyne, Bruce W. "Microfilming Historical Records: An Introduction." *History News* 32 (June 1977), 8 pp. (AASLH Technical Leaflet 96). Definitions and information on stock, format, reduction ratio, identification targets, processing, inspection, density, resolution, storage, and use. Includes bibliography.

Evans, Frank B. *The Selection and Preparation of Records for Publication on Microfilm*. National Archives and Records Service Staff Information Paper 19. Washington, D.C.: National Archives and Records Service, 1975, iv+14 pp. Although directed to the program of NARS, this is a concise, reliable introduction to microfilming historical records. Evans' discussion includes the selection of records, arranging and processing the records for filming, determining roll breaks, preparing targets, and film inspection.

Gabriel, Michael R. *Micrographics 1900-1977: A Bibliography*. Mankato, Minn.: Minnesota Scholarly Press, 1978, 286 pp. A compilation of thirty-five-hundred citations. Although there are omissions, this volume provides some references for individuals interested in this topic and its application to the archival scene. Unfortunately, the volume is not well organized and can be difficult to use.

Leisinger, Albert H., Jr. *A Study of the Basic Standards for Equipping, Maintaining, and Operating a Reprographic Laboratory in Archives*. Brussels: International Council on Archives, 1973, vii+101 pp. Written for developing countries, this is a concise statement of the use of micrographics and administrative and technical aspects of a program. See also Leisinger's *Microphotography for Archives* (Washington, D.C.: International Council on Archives, 1968), 52 pp., which considers the same subject material in a non-technical manner.

Journal of Micrographics, 1966-. National Micrographics Association. Bi-monthly. Articles and news on the science, technology, art, and applications of this field.

Records Management Quarterly, 1966-. Association of Records Managers and Administrators. Quarterly. Technical descriptions of micrographics and computer applications. Descriptions of new equipment, approaches, and publications.

Brooks, Philip C. *Research in Archives: The Use of Unpublished Primary Sources*. Chicago: University of Chicago Press, 1969, xii+127 pp. A handy volume for the beginning researcher providing concise definitions, advice on finding sources, the various types of repositories, relations between the researcher and the archivist, using and citing archival materials, modern trends in archives administration, and a bibliography.

Holbert, Sue E. *Archives & Manuscripts: Reference & Access*. Basic Manual Series. Chicago: Society of American Archivists, 1977, vi+30 pp. Access and reference fundamentals are discussed fully. Provides a bibliography.

Hunter, John E. "Emergency Preparedness for Museums, Historic Sites, and Archives: An Annotated Bibliography." *History News* 34 (April 1979), 12 pp. (AASLH Technical Leaflet 114). A list of studies useful for planning: protection against bombings, terrorism, and civil disturbances; fire protection; salvage and recovery of damaged materials; and preservation of collections during emergency crises.

Walch, Timothy. *Archives & Manuscripts: Security*. Basic Manual Series. Chicago: Society of American Archivists, 1977, vi+30 pp. Planning a program, staffing, security of collections, equipment, protection against fire and flood, legal considerations, and a bibliography.

Fleckner, John A. *Archives and Manuscripts: Surveys*. Basic Manual Series. Chicago: Society of American Archivists, 1977, v+28 pp. The basics of conducting archival surveys, with a bibliography.

Kemp, Edward C. *Manuscript Solicitation for Libraries, Special Collections, Museums, and Archives*. Littleton, Colo.: Libraries Unlimited, Inc., 1978, 204 pp. Pointers on collecting manuscripts, planning a collecting program, specialized collecting, sources of donations, sorting, and financial appraisal. Examples of solicitation letters and deeds of gift.

Stewart, Virginia R. "A Primer on Manuscript Field Work," *Midwestern Archivist* 1 (no. 2, 1976): 3-20. A summary of aspects related to "identifying, locating, and negotiating for and securing manuscripts for an institutional collection."

annuals on special Record Types

Lathrop, Alan K. "The Archivist and Architectural Records." *Georgia Archive* 5 (Summer 1977): 25-32. A brief introduction to the nature of architectural records and their arrangement and description.

College and University

Hedlin, Edie. *Business Archives: An Introduction.* Chicago: Society of American Archivists, 1978, 26 pp. A concise, practical manual on staffing, physical requirements, appraisals, oral history, arrangement and description, and conservation. Includes a microfiche supplement of business forms.

Drazniowsky, Roman, comp. *Map Librarianship: Readings.* Metuchen, N.J.: Scarecrow Press, Inc., 1975, viii+548 pp. Articles by various authors on the history of maps, elements, classification and use, bibliographies and acquisitions, processing and cataloguing, storage and preservation, and administration. Also a basic bibliography on these subjects. A few articles relate directly to archives or are written by archivists.

Friis, Herman R. "Cartographic and Related Records: What Are They, How Have They Been Produced and What Are Problems of Their Administration?" *American Archivist* 13 (April 1950): 135-55. Still a usable introduction to the subject of cartographic records mainly based upon the experience of the National Archives and Records Service.

College and University Archives: Selected Readings. Chicago: Society of American Archivists, 1979, 234 pp. Reprints of articles originally published from 1947 to 1977. The writings cover all the basics of such records and can be read with profit by archivists of other institutions. A bibliography updates Frank B. Evans, comp., *Modern Archives and Manuscripts: A Select Bibliography* (Chicago: Society of American Archivists, 1975).

Stevens, Rolland E., ed. *University Archives: Papers Presented at an Institute Conducted by the University of Illinois Graduate School of Library Science, November 1-4, 1964.* Champaign, Ill.: Allerton Park Institute, no. 11, 1965, vii+95 pp. Oliver W. Holmes, "History and Theory of Archival Practice"; Thornton Mitchell, "Records Management"; Edith M. Fox, "The Collecting of Archival Materials at Cornell University"; Maynard Brichford, "Appraisal and Processing"; Harold W. Tribble, "Conservation"; Clifford K. Shipton, "The Reference Use of Archives"; and Laurence R. Veysey, "A Scholar's View of University Archives."

Local Government

Cook, Michael. *Archives Administration: A Manual for Intermediate and Smaller Organizations for Local Government.* Folkestone, Kent, England: Dawson, 1977, x+258 pp. Cook discusses the English situation but includes many practical suggestions on records management, record centers, appraisal, disposition, acquisition and accessioning, arrangement and description, conservation, and reference.

Jones, H. G. *Local Government Records: An Introduction to Their Management, Preservation, and Use.* Nashville, Tenn.: American Association for State and Local History, 1980, xii+208 pp. Although its primary emphasis is on the records of American local government, this publication can be read profitably by all archivists. Jones considers records management, the record types and their research value, and the fundamentals of establishing an effective program. Includes brief bibliography.

Machine Readable Records and Archival Use of Computer

Dollar, Charles M. and Gead, Carolyn L., eds. "Archivists, Archives, and Computers: A Starting Point." *American Archivist* 42 (April 1979): 149-93. Articles on the archival use of computers in the United States and Canada, social science data archives, computer-based finding aids, an assessment of various systems of automated access to archival information, and a glossary of terms.

Kesner, Richard M., comp. and ed. *Automation, Machine-Readable Records, and Archival Administration: An Annotated Bibliography.* Chicago: Society of American Archivists, 1980, 65 pp. An introduction to this aspect of archives

Larsgaard, Mary. *Map Librarianship: An Introduction.* Littleton, Colo.: Libraries Unlimited, Inc., 1978, 330 pp. Chapters on selection and acquisition, classification, cataloguing, care, storage and repair, public relations and reference services, and administration. Appendices including references, map publishers and sources, and a glossary of cartographic terms. Does not discuss archival map collections but does include a good bibliography.

"Map Collections." *Illinois Libraries* 56 (May 1974): 341-430. Although directed to the librarian rather than the archivist, John V. Bergen's bibliographies on geography and map use, map classification and cataloguing, and equipment and preservation will be helpful.

administration with 293 citations, introductory comments, and subject, journal, and author indices. Lists both studies of such records and the use of automation in cataloguing.

Motion Pictures

Aveney, Harriet W. "Cataloguing Motion Picture Film: A Descriptive Bibliography." *American Archivist* 39 (April 1976): 167-75. An annotated bibliography of 43 articles and books published from 1965 through 1974. The compiler refers readers interested in earlier studies to Sam Kula, *Bibliography of Film Librarianship* (London: Library Association, 1967).

Cataloging Commission, International Federation of Film Archives. *Film Cataloging*. New York: Burt Franklin & Co., Inc., 1979, 178 pp. Provides description of various cataloging techniques and includes a bibliography.

Harrison, Helen P. *Film Library Techniques: Principles of Administration*. Studies in media management. New York: Hastings House, 1973, 277 pp. An analysis of documentation, cataloguing, and information retrieval of films and videotapes.

Noble, Richard. "Archival Preservation of Motion Pictures: A Summary of Current Findings." *History News* 35 (April 1980), 8 pp. (AASLH Technical Leaflet 126). Brief comments on characteristics of film types, storage, fire protection, atmospheric conditions, the need for regular inspections, and restoration and duplication. Bibliography.

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Newman, John and Richter, Patricia. "Indexing Local Newspapers." *History News* 33 (August 1978), 8 pp. (AASLH Technical Leaflet 107). Practical suggestions for indexing newspapers for research use, especially valuable for its notes on format, entries, and subject headings.

Baum, Willa K. *Oral History for the Local Historical Society*. 2nd ed. Nashville, Tenn.: American Association for State and Local History, 1971, 63 pp., and *Transcribing and Editing Oral History*. Nashville, Tenn.: American Association for State and Local History, 1977, iv+127 pp. Guides to establishing a program, equipment, interviewing, indexing, research restrictions, ethics, preservation, and transcription.

Davis, Cullom; Back, Kathryn; and MacLean, Kay. *Oral History: From Tape to Type*. Chicago: American Library Association, 1977, x+141 pp. Information on interviewing, transcribing and editing, research use, and a glossary and bibliography.

Moss, William W. *Oral History Program Manual*. New York: Praeger Publishers, 1974, ix+110 pp. Information on oral history terms, ethics, legal considerations, research uses, selection of interviewees, processing, and staffing.

Thompson, Paul. *The Voice of the Past: Oral History*. Oxford: Oxford University Press, 1978, 257 pp. Although written from an English perspective and drawing heavily upon English examples, Thompson has composed an essay on the social, political, and historical value and uses of oral history materials. A needed perspective to go with the how-to-manuals.

Waserman, Manfred, comp. *Bibliography on Oral History*, rev. ed. New York: Oral History Association, 1975, viii + 53 pp. Includes mostly citations to studies on the theories, practices, and uses of oral history. Over three hundred entries.

Oral History Review, 1973-. Oral History Association, Inc. Annually. Articles about theory and use of oral history and reviews of significant publications.

Photographs

"Photographs and Archives," *Archivaria* no. 5 (Winter 1977-78): 3-140. Although several of the articles relate to the Canadian archives and photographers, this special issue also includes the following studies: Klaus B. Hendriks, "The Preservation of Photographic Records"; David Mattison and Saundra Sherman, "Cataloguing Historical Photographs with ISBD (NBM)"; and Lilly Koltun, et al., "The Photograph: An Annotated Bibliography for Archivists."

Shaw, Renata V. "Picture Organization: Practices and Procedures," *Special Libraries* 63 (October 1972): 448-56; (November 1972): 502-06. Considerations of the variety of cataloguing procedures possible with photographs and recommendations for the use of the Anglo-American Cataloguing Rules as a basis.

Weinstein, Robert A. and Booth, Larry. *Collection, Use and Care of Historical Photographs*. Nashville, Tenn.: American Association for State and Local History, 1977, xiv + 222 pp. A most useful one-volume introduction to photographs as archival materials.

Photographic Conservation, 1979- . Graphic Arts Research Center, Rochester Institute of Technology. Quarterly. A newsletter for the dissemination of recent developments in photographic preservation and restoration.

Sound Recordings

McWilliams, Jerry. *The Preservation and Restoration of Sound Recordings*. Nashville, Tenn.: American Association for State and Local History, 1979, xiv + 138 pp. The greatest difficulty regarding sound recordings is preservation and restoration. McWilliams' text is the most recent publication on the subject and also includes sections on the history of sound recordings, directories of manufacturers and suppliers of materials and of North American sound archives, and an annotated bibliography.

Stevenson, Gordon, ed. "Trends in Archival and Reference Collections of Recorded Sound." *Library Trends* 21 (July 1972): 3-155. Includes Edward E. Colby, "Sound Scholarship: Scope, Purpose, Function and Potential of Phonorecord Archives"; Carlos B. Hagen, "The Struggle of Sound Archives in the United States"; Donald L. Levitt, "Recorded Sound in the Library of Congress"; Norman Hoyle, "Oral History"; Walter L. Welch, "Preservation and Restoration of Authenticity in Sound Recordings"; Gordon Stevenson, "Discography: Scientific, Analytical, Historical and Systematic"; Donald C. Robbins, "Current Resources for the Bibliographic Control of Sound Recordings"; and Abe A. Goldman, "Copyright and Archival Collections of Sound Recordings."

Miller, Fredric M. "Documenting Urban Society." *Drexel Library Quarterly* 13 (October 1977): 1-126. An excellent set of essays on the subject and the unique problems and values of such records. Includes Fredric M. Miller, "The Current State of Urban Historical Documentation"; Frank A. Zabrosky, "The Records of Urban Society"; Allen Weinberg, "Municipal Archives and the Philadelphia Paradigm"; Adele M. Newburger and Paul M. Rosenberg, "Automation and Access: Finding Aids for Urban Archives"; Virginia R. Stewart and May Lynn Ritzenthaler, "The Constituencies of Urban Archives: Donors, Users and Institutions"; David E. Kyvig,

"Documenting Urban Society: A Regional Approach"; David W. Palmquist, "Documenting the Smaller City: The Public Library's Role"; Ronald D. Cohen and James B. Lane, "Establishing a Program: The Calumet Regional Archives"; and David J. Cohen and Frederic M. Miller, "Urban Archives: An Annotated Bibliography."

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Burnette, O. Lawrence. *Beneath the Footnote: A Guide to the Use and Preservation of American Historical Sources*. Madison, Wis.: State Historical Society of Wisconsin, 1969, x+450 pp. An interesting essay of the development, nature, and value of American manuscripts and archival repositories.

Dunlap, Leslie Whitaker. *American Historical Societies 1790-1860*. Madison, Wis.: Privately published, 1944, ix+238 pp. Considers the collecting of historical manuscripts by these institutions.

Hesselton, William B. and McNeil, Donald R., eds. *In Support of Clio: Essays in Memory of Herbert A. Kellar*. Madison, Wis.: State Historical Society of Wisconsin, 1958, 214 pp. Essays concerning Kellar's work with the Historical Records Survey, manuscript collecting, public archives movements, microfilming of records, the founding of the American Association for State and Local History, agricultural history, historical editing, and historic preservation. Important essays for archival development and relationship of archives with other disciplines.

Jones, H.G. *For History's Sake: The Preservation and Publication of North Carolina History 1663-1903*. Chapel Hill, N.C.: University of North Carolina Press, 1966, xvi+319 pp. The only comprehensive state study of the history of historical editing, record

care, and archival development. Jones' study stops with the founding of the North Carolina Historical Commission. Its story has been updated in Jeffrey J. Crow, ed., *Public History in North Carolina 1903-1978: The Proceeding of the Seventy-fifth Anniversary Celebration March 7, 1978* (Raleigh: North Carolina Division of Archives and History, 1979).

Jones, H.G. *The Records of a Nation: Their Management, Preservation, and Use*. New York: Atheneum, 1969, xviii + 309 pp. A volume that grew out of a joint study of the American Historical Association, Organization of American Historians, and the Society of American Archivists concerning the "status" of the National Archives in its subordination to the General Services Administration. Provides comments on its status which are particularly timely in light of recent problems plaguing the repository. Should be read with McCoy's history.

McCoy, Donald R. *The National Archives: America's Ministry of Documents 1934-1968*. Chapel Hill, N.C.: University of North Carolina Press, 1978, x + 437 pp. The National Archives has been the dominate influence in the development of archival professionalization since its founding. McCoy's study is one of the finest studies of archival history and is an excellent introduction to the most recent developments within the profession. For a review of this publication in the light of American archival development see Richard J. Cox, "Donald R. McCoy's *National Archives and American Archival History*," *Manuscripts* 31 (Fall 1979): 302-08.

Munden, Ken, ed. *Archives & the Public Interest: Selected Essays by Ernst Posner*. Washington, D.C.: Public Affairs Press, 1967, 204 pp. Posner was one of

the pioneers of modern archives administration. This volume includes a biographical sketch of Posner, a bibliography of his writings, and a selection of his more important essays on archival development, training, European archives, and archives in the United States. These essays provide their own slant on the development of the profession as well as Posner's central role in this development.

Posner, Ernst. *American State Archives*. Chicago: University of Chicago Press, 1964, xiv + 397 pp. An assessment of the state of these repositories in the early 1960s. Includes an introductory essay on the historical development of state archives and a state by state survey.

Rundell, Walter, Jr. *In Pursuit of American History: Research and Training in the United States*. Norman, Okla.: University of Oklahoma Press, 1970, xv + 445 pp. Shows how archival materials are and have been used in American historical research and training.

Whitehill, Walter Muir. *Independent Historical Societies: An Enquiry Into Their Research and Publication Functions and Their Financial Future*. Boston, Mass.: Boston Athenaeum, 1962, xviii + 593 pp. Although outdated, this is still the best introduction to the history and work of American historical societies. Includes a great amount of information on their role as collectors of manuscripts.

Richard Cox received an M.A. in history from the University of Maryland and then became curator of manuscripts for the Maryland Historical Society. With eight years experience in the field, Cox is now Baltimore's City Archivist and Records Management officer. He compiled a preliminary version of this bibliography as an aid for his student interns and later revised the bibliography into its final form with suggestions from the following readers. Lynn Cox, Peale Museum; Larry Hackman, National Historical Publications and Records Commission; Larry McCrank, College of Library and Information Sciences, University of Maryland; Helena Zinkham, Maryland Historical Society; and William G. LeFurgy, Susan David, and Cynthia Requardt of the Baltimore City Archives.



American Association for State and Local History
1400 Eighth Avenue, South
Nashville, Tennessee 37203

TECHNICAL LEAFLET 130

Technical Leaflets are published by the American Association for State and Local History for the purpose of bringing useful information to persons working in the state and local history movement. The selection of subject matter is based upon varied inquiries received by the Association's home office. The leaflets, which are detachable from the magazine, are

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American Association for State and Local History Technical Leaflet 130, HISTORY NEWS, Volume 35, Number 9, September, 1980. An Annotated Bibliography of Basic Readings on Archives and Manuscripts.

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